

## 6- month Soft ID Training Checklist

*Cindy Simon*

Name:

Standard Operation	Initials		
Turn on MC75 via red button on upper right corner	CS		
Turn on QLN 220 printer via green button on lower left of printer	CS		
Tap upper left corner to activate Soft ID software	CS		
Enter Log in ID or scan badge	CS		
Enter password	CS		
Select Assignment, Select "Okay"	CS		
-Verify via verbal interview or wristband that this is the correct patient	CS		
-Select "Verify"	CS		
Review Orders	CS		
Select "Print" key	CS		
-Select "Print" again	CS		
-Labels will print	CS		
Draw blood and/or collect specimen	CS		
Attach specimen labels to the correct tube or container designated by the	CS		
container type on lower right of label	CS		
Scan each specimen label	CS		
Select "Submit"	CS		
Scan patient wristband to Submit	CS		
<b>No Print Function</b>	CS		
Follow standard orders through Select "print" key	CS		
Tap on check mark on left side of order to cancel label print of that test.	CS		
<b>Changing Specimen Type for Micro Specimens</b>	CS		
When reviewing Micro specimens, Click on "Specimen"	CS		
Follow prompts to change Source and/or Site	CS		

## 6- month Soft ID Training Checklist

Standard Operation	Initials		
<b>View Patient Draw History</b>	CS		
Select test to highlight	CS		
Select "Action" in lower left corner	CS		
Select "Draw History"	CS		
Date, Time, Order#, and tube types previously collected appear	CS		
<b>View Comments</b>			
Scan patient wristband	CS		
Select "7-Instr."	CS		
Patient comments, stay comments, and order comments appear	CS		
<b>View patient information</b>			
Scan patient wristband	CS		
Select "..." in upper right corner	CS		
Name, MR#, Sex, DOB, and Financial number will appear	CS		

<b>Add Extra Tubes</b>			
Scan patient wristband	CS		
Select ""S-Add"	CS		
Scroll list of extra tubes and select those you wish to draw	CS		
Select "Append" and continue to select tubes until done	CS		
Select "1-Add" at bottom of screen	CS		
<b>Select Alternate Phlebotomist</b> (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	CS		
Select test to highlight	CS		
Select "Action" in lower left corner	CS		
Scan badge or type alternate phlebotomist name	CS		
Select "OK"	CS		

Date: 5/14/16

Employee: *Lindy Simon*

Reviewed By: *[Signature]*

S:\Yorkville\Yorkville SOFT\Training\Yorkville SOFT 6 month checklist for Soft ID Training

Jan F

### 6- month Soft ID Training Checklist

Name:

Standard Operation	Initials		
Turn on MC75 via red button on upper right corner	JF		
Turn on QLN 220 printer via green button on lower left of printer	JF		
Tap upper left corner to activate Soft ID software	JF		
Enter Log in ID or scan badge	JF		
Enter password	JF		
Select Assignment, Select "Okay"	JF		
-Verify via verbal interview or wristband that this is the correct patient	JF		
-Select "Verify"	JF		
Review Orders	JF		
Select "Print" key	JF		
-Select "Print" again	JF		
-Labels will print	JF		
Draw blood and/or collect specimen	JF		
Attach specimen labels to the correct tube or container designated by the	JF		
container type on lower right of label	JF		
Scan each specimen label	JF		
Select "Submit"	JF		
Scan patient wristband to Submit	JF		
<b>No Print Function</b>			
Follow standard orders through Select "print" key	JF		
Tap on check mark on left side of order to cancel label print of that test.	JF		
<b>Changing Specimen Type for Micro Specimens</b>			
When reviewing Micro specimens, Click on "Specimen"	JF		
Follow prompts to change Source and/or Site	JF		

### 6- month Soft ID Training Checklist

Standard Operation	Initials		
<b>View Patient Draw History</b>			
Select test to highlight	JF		
Select "Action" in lower left corner	JF		
Select "Draw History"	JF		
Date, Time, Order#, and tube types previously collected appear	JF		
<b>View Comments</b>			
Scan patient wristband	JF		
Select "7-Instr."	JF		
Patient comments, stay comments, and order comments appear	JF		
<b>View patient information</b>			
Scan patient wristband	JF		
Select "... " in upper right corner	JF		
Name, MR#, Sex, DOB, and Financial number will appear	JF		



<b>Add Extra Tubes</b>	<i>JS</i>		
Scan patient wristband	<i>JS</i>		
Select ""5-Add"	<i>JS</i>		
Scroll list of extra tubes and select those you wish to draw	<i>JS</i>		
Select "Append" and continue to select tubes until done	<i>JS</i>		
Select "1-Add" at bottom of screen	<i>JS</i>		
<b>Select Alternate Phlebotomist</b> (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	<i>JS</i>		
Select test to highlight	<i>JS</i>		
Select "Action" in lower left corner	<i>JS</i>		
Scan badge or type alternate phlebotomist name	<i>JS</i>		
Select "OK"	<i>JS</i>		

Date: 5-18-16  
Employee: *Jamethun Fowl*  
Reviewed By: *Rose D. Bartolo*

S:\Yorkville\Yorkville SOFT\Training\Yorkville SOFT 6 month checklist for Soft ID Training



Tracy Kalde

### 6- month Soft ID Training Checklist

Name:

Standard Operation	Initials		
Turn on MC75 via red button on upper right corner	TK		
Turn on QLN 220 printer via green button on lower left of printer	TK		
Tap upper left corner to activate Soft ID software	TK		
Enter Log in ID or scan badge	TK		
Enter password	TK		
Select Assignment, Select "Okay"	TK		
-Verify via verbal interview or wristband that this is the correct patient	TK		
-Select "Verify"	TK		
Review Orders	TK		
Select "Print" key	TK		
-Select "Print" again	TK		
-Labels will print	TK		
Draw blood and/or collect specimen	TK		
Attach specimen labels to the correct tube or container designated by the	TK		
container type on lower right of label	TK		
Scan each specimen label	TK		
Select "Submit"	TK		
Scan patient wristband to Submit	TK		
<b>No Print Function</b>			
Follow standard orders through Select "print" key	TK		
Tap on check mark on left side of order to cancel label print of that test.	TK		
<b>Changing Specimen Type for Micro Specimens</b>			
When reviewing Micro specimens, Click on "Specimen"	TK		
Follow prompts to change Source and/or Site	TK		

### 6- month Soft ID Training Checklist

Standard Operation	Initials		
<b>View Patient Draw History</b>			
Select test to highlight	TK		
Select "Action" in lower left corner	TK		
Select "Draw History"	TK		
Date, Time, Order#, and tube types previously collected appear	TK		
<b>View Comments</b>			
Scan patient wristband	TK		
Select "7-Instr."	TK		
Patient comments, stay comments, and order comments appear	TK		
<b>View patient information</b>			
Scan patient wristband	TK		
Select "... " in upper right corner	TK		
Name, MR#, Sex, DOB, and Financial number will appear	TK		

<b>Add Extra Tubes</b>			
Scan patient wristband	TK		
Select ""5-Add"	TK		
Scroll list of extra tubes and select those you wish to draw	TK		
Select "Append" and continue to select tubes until done	TK		
Select "1-Add" at bottom of screen	TK		
<b>Select Alternate Phlebotomist</b> (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)			
Select test to highlight	TK		
Select "Action" in lower left corner	TK		
Scan badge or type alternate phlebotomist name	TK		
Select "OK"	TK		

Date: *[Signature]*  
Employee: 5/16/16  
Reviewed By:

S:\Yorkville\Yorkville SOFT\Training\Yorkville SOFT 6 month checklist for Soft ID Training

Kim McCall

### 6- month Soft ID Training Checklist

Name:

Standard Operation	Initials		
Turn on MC75 via red button on upper right corner	KM		
Turn on QLN 220 printer via green button on lower left of printer	KM		
Tap upper left corner to activate Soft ID software	KM		
Enter Log in ID or scan badge	KM		
Enter password	KM		
Select Assignment, Select "Okay"	KM		
-Verify via verbal interview or wristband that this is the correct patient	KM		
-Select "Verify"	KM		
Review Orders	KM		
Select "Print" key	KM		
-Select "Print" again	KM		
-Labels will print	KM		
Draw blood and/or collect specimen	KM		
Attach specimen labels to the correct tube or container designated by the	KM		
container type on lower right of label	KM		
Scan each specimen label	KM		
Select "Submit"	KM		
Scan patient wristband to Submit	KM		
<b>No Print Function</b>	KM		
Follow standard orders through Select "print" key	KM		
Tap on check mark on left side of order to cancel label print of that test.	KM		
<b>Changing Specimen Type for Micro Specimens</b>			
When reviewing Micro specimens, Click on "Specimen"	KM		
Follow prompts to change Source and/or Site	KM		

### 6- month Soft ID Training Checklist

Standard Operation	Initials		
<b>View Patient Draw History</b>	KM		
Select test to highlight	KM		
Select "Action" in lower left corner	KM		
Select "Draw History"	KM		
Date, Time, Order#, and tube types previously collected appear	KM		
<b>View Comments</b>			
Scan patient wristband	KM		
Select "7-Instr."	KM		
Patient comments, stay comments, and order comments appear	KM		
<b>View patient information</b>			
Scan patient wristband	KM		
Select "... " in upper right corner	KM		
Name, MR#, Sex, DOB, and Financial number will appear	KM		



<b>Add Extra Tubes</b>			
Scan patient wristband	<i>km</i>		
Select ""5-Add"	<i>km</i>		
Scroll list of extra tubes and select those you wish to draw	<i>km</i>		
Select "Append" and continue to select tubes until done	<i>km</i>		
Select "1-Add" at bottom of screen	<i>km</i>		
<b>Select Alternate Phlebotomist</b> (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	<i>km</i>		
Select test to highlight	<i>km</i>		
Select "Action" in lower left corner	<i>km</i>		
Scan badge or type alternate phlebotomist name	<i>km</i>		
Select "OK"	<i>km</i>		

Date: 5/12/16  
Employee: Kim McCall  
Reviewed By: *[Signature]*

## 6- month Soft ID Training Checklist

*Deane Harkey*

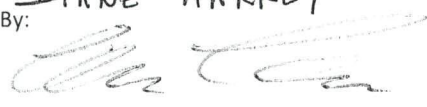
Name:

Standard Operation	Initials		
Turn on MC75 via red button on upper right corner	<i>dh</i>		
Turn on QLN 220 printer via green button on lower left of printer	<i>dh</i>		
Tap upper left corner to activate Soft ID software	<i>dh</i>		
Enter Log in ID or scan badge	<i>dh</i>		
Enter password	<i>dh</i>		
Select Assignment, Select "Okay"	<i>dh</i>		
-Verify via verbal interview or wristband that this is the correct patient	<i>dh</i>		
-Select "Verify"	<i>dh</i>		
Review Orders	<i>dh</i>		
Select "Print" key	<i>dh</i>		
-Select "Print" again	<i>dh</i>		
-Labels will print	<i>dh</i>		
Draw blood and/or collect specimen	<i>dh</i>		
Attach specimen labels to the correct tube or container designated by the	<i>dh</i>		
container type on lower right of label	<i>dh</i>		
Scan each specimen label	<i>dh</i>		
Select "Submit"	<i>dh</i>		
Scan patient wristband to Submit	<i>dh</i>		
<b>No Print Function</b>			
Follow standard orders through Select "print" key	<i>dh</i>		
Tap on check mark on left side of order to cancel label print of that test.	<i>dh</i>		
<b>Changing Specimen Type for Micro Specimens</b>			
When reviewing Micro specimens, Click on "Specimen"	<i>dh</i>		
Follow prompts to change Source and/or Site	<i>dh</i>		

## 6- month Soft ID Training Checklist

Standard Operation	Initials		
<b>View Patient Draw History</b>			
Select test to highlight	<i>dh</i>		
Select "Action" in lower left corner	<i>dh</i>		
Select "Draw History"	<i>dh</i>		
Date, Time, Order#, and tube types previously collected appear	<i>dh</i>		
<b>View Comments</b>			
Scan patient wristband	<i>dh</i>		
Select "7-Instr."	<i>dh</i>		
Patient comments, stay comments, and order comments appear	<i>dh</i>		
<b>View patient information</b>			
Scan patient wristband	<i>dh</i>		
Select "... " in upper right corner	<i>dh</i>		
Name, MR#, Sex, DOB, and Financial number will appear	<i>dh</i>		

<b>Add Extra Tubes</b>			
Scan patient wristband	th		
Select ""5-Add"	th		
Scroll list of extra tubes and select those you wish to draw	th		
Select "Append" and continue to select tubes until done	th		
Select "1-Add" at bottom of screen	th		
<b>Select Alternate Phlebotomist</b> (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)			
Select test to highlight	th		
Select "Action" in lower left corner	th		
Scan badge or type alternate phlebotomist name	th		
Select "OK"	th		

Date: 5-14-16  
Employee: DIANE HARKEY  
Reviewed By: 



Yolanda Douglas

### 6- month Soft ID Training Checklist

Name:

Standard Operation	Initials		
Turn on MC75 via red button on upper right corner	YD		
Turn on QLN 220 printer via green button on lower left of printer	YD		
Tap upper left corner to activate Soft ID software	YD		
Enter Log in ID or scan badge	YD		
Enter password	YD		
Select Assignment, Select "Okay"	YD		
-Verify via verbal interview or wristband that this is the correct patient	YD		
-Select "Verify"	YD		
Review Orders	YD		
Select "Print" key	YD		
-Select "Print" again	YD		
-Labels will print	YD		
Draw blood and/or collect specimen	YD		
Attach specimen labels to the correct tube or container designated by the	YD		
container type on lower right of label	YD		
Scan each specimen label	YD		
Select "Submit"	YD		
Scan patient wristband to Submit	YD		
<b>No Print Function</b>	YD		
Follow standard orders through Select "print" key	YD		
Tap on check mark on left side of order to cancel label print of that test.	YD		
<b>Changing Specimen Type for Micro Specimens</b>	YD		
When reviewing Micro specimens, Click on "Specimen"	YD		
Follow prompts to change Source and/or Site	YD		

### 6- month Soft ID Training Checklist

Standard Operation	Initials		
<b>View Patient Draw History</b>	YD		
Select test to highlight	YD		
Select "Action" in lower left corner	YD		
Select "Draw History"	YD		
Date, Time, Order#, and tube types previously collected appear	YD		
<b>View Comments</b>	YD		
Scan patient wristband	YD		
Select "7-Instr."	YD		
Patient comments, stay comments, and order comments appear	YD		
<b>View patient information</b>	YD		
Scan patient wristband	YD		
Select "..." in upper right corner	YD		
Name, MR#, Sex, DOB, and Financial number will appear	YD		

<b>Add Extra Tubes</b>			
Scan patient wristband			
Select ""5-Add"			
Scroll list of extra tubes and select those you wish to draw			
Select "Append" and continue to select tubes until done			
Select "1-Add" at bottom of screen			
<b>Select Alternate Phlebotomist</b> (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)			
Select test to highlight			
Select "Action" in lower left corner			
Scan badge or type alternate phlebotomist name			
Select "OK"			

Date: 5/16/16  
Employee: *[Signature]*  
Reviewed By: *[Signature]*

Petra

### 6- month Soft ID Training Checklist

Name:

Standard Operation	Initials		
Turn on MC75 via red button on upper right corner	Petra		
Turn on QLN 220 printer via green button on lower left of printer			
Tap upper left corner to activate Soft ID software			
Enter Log in ID or scan badge			
Enter password			
Select Assignment, Select "Okay"			
-Verify via verbal interview or wristband that this is the correct patient			
-Select "Verify"			
Review Orders			
Select "Print" key			
-Select "Print" again			
-Labels will print			
Draw blood and/or collect specimen			
Attach specimen labels to the correct tube or container designated by the			
container type on lower right of label			
Scan each specimen label			
Select "Submit"			
Scan patient wristband to Submit			
<b>No Print Function</b>			
Follow standard orders through Select "print" key			
Tap on check mark on left side of order to cancel label print of that test.			
<b>Changing Specimen Type for Micro Specimens</b>			
When reviewing Micro specimens, Click on "Specimen"			
Follow prompts to change Source and/or Site			

### 6- month Soft ID Training Checklist

Standard Operation	Initials		
<b>View Patient Draw History</b>	Petra		
Select test to highlight			
Select "Action" in lower left corner			
Select "Draw History"			
Date, Time, Order#, and tube types previously collected appear			
<b>View Comments</b>			
Scan patient wristband			
Select "7-Instr."			
Patient comments, stay comments, and order comments appear			
<b>View patient information</b>			
Scan patient wristband	Petra		
Select "... " in upper right corner			
Name, MR#, Sex, DOB, and Financial number will appear			



<b>Add Extra Tubes</b>			
Scan patient wristband	<i>[initials]</i>		
Select ""5-Add"	<i>[initials]</i>		
Scroll list of extra tubes and select those you wish to draw	<i>[initials]</i>		
Select "Append" and continue to select tubes until done	<i>[initials]</i>		
Select "1-Add" at bottom of screen	<i>[initials]</i>		
<b>Select Alternate Phlebotomist</b> (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	<i>[initials]</i>		
Select test to highlight	<i>[initials]</i>		
Select "Action" in lower left corner	<i>[initials]</i>		
Scan badge or type alternate phlebotomist name	<i>[initials]</i>		
Select "OK"	<i>[initials]</i>		

Date: *3/17/16*  
Employee: *Petra Kachenich*  
Reviewed By:

### 6- month Soft ID Training Checklist

Name:

Standard Operation	Initials		
Turn on MC75 via red button on upper right corner	P	5/19/16	
Turn on QLN 220 printer via green button on lower left of printer	P	↓	
Tap upper left corner to activate Soft ID software	P		
Enter Log in ID or scan badge	P		
Enter password	P		
Select Assignment, Select "Okay"	P		
-Verify via verbal interview or wristband that this is the correct patient	P		
-Select "Verify"	P		
Review Orders	P		
Select "Print" key	P		
-Select "Print" again	P		
-Labels will print	P		
Draw blood and/or collect specimen	P		
Attach specimen labels to the correct tube or container designated by the	P		
container type on lower right of label	P		
Scan each specimen label	P		
Select "Submit"	P		
Scan patient wristband to Submit	P		
<b>No Print Function</b>	P		
Follow standard orders through Select "print" key	P		
Tap on check mark on left side of order to cancel label print of that test.	P		
<b>Changing Specimen Type for Micro Specimens</b>	P		
When reviewing Micro specimens, Click on "Specimen"	P		
Follow prompts to change Source and/or Site	P		

### 6- month Soft ID Training Checklist

Standard Operation	Initials		
<b>View Patient Draw History</b>	P	5/19/16	
Select test to highlight	P	↓	
Select "Action" in lower left corner	P		
Select "Draw History"	P		
Date, Time, Order#, and tube types previously collected appear	P		
<b>View Comments</b>	P		
Scan patient wristband	P		
Select "7-Instr."	P		
Patient comments, stay comments, and order comments appear	P		
<b>View patient information</b>	P		
Scan patient wristband	P		
Select "... " in upper right corner	P		
Name, MR#, Sex, DOB, and Financial number will appear	P		

<b>Add Extra Tubes</b>	<i>[Signature]</i>	S/19/16	
Scan patient wristband	<i>[Signature]</i>	↓	
Select ""5-Add"	<i>[Signature]</i>		
Scroll list of extra tubes and select those you wish to draw	<i>[Signature]</i>		
Select "Append" and continue to select tubes until done	<i>[Signature]</i>		
Select "1-Add" at bottom of screen	<i>[Signature]</i>		
<b>Select Alternate Phlebotomist</b> (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	<i>[Signature]</i>		
Select test to highlight	<i>[Signature]</i>		
Select "Action" in lower left corner	<i>[Signature]</i>		
Scan badge or type alternate phlebotomist name	<i>[Signature]</i>		
Select "OK"	<i>[Signature]</i>		

Date: *5/19/16*  
Employee: *[Signature]*  
Reviewed By: *[Signature]*



Laura Sandoz

### 6- month Soft ID Training Checklist

Name:

Standard Operation	Initials		
Turn on MC75 via red button on upper right corner	LS		
Turn on QLN 220 printer via green button on lower left of printer	LS		
Tap upper left corner to activate Soft ID software	LS		
Enter Log in ID or scan badge	LS		
Enter password	LS		
Select Assignment, Select "Okay"	LS		
-Verify via verbal interview or wristband that this is the correct patient	LS		
-Select "Verify"	LS		
Review Orders	LS		
Select "Print" key	LS		
-Select "Print" again	LS		
-Labels will print	LS		
Draw blood and/or collect specimen	LS		
Attach specimen labels to the correct tube or container designated by the	LS		
container type on lower right of label	LS		
Scan each specimen label	LS		
Select "Submit"	LS		
Scan patient wristband to Submit	LS		
<b>No Print Function</b>	LS		
Follow standard orders through Select "print" key	LS		
Tap on check mark on left side of order to cancel label print of that test.	LS		
<b>Changing Specimen Type for Micro Specimens</b>	LS		
When reviewing Micro specimens, Click on "Specimen"	LS		
Follow prompts to change Source and/or Site	LS		

### 6- month Soft ID Training Checklist

Standard Operation	Initials		
<b>View Patient Draw History</b>	LS		
Select test to highlight	LS		
Select "Action" in lower left corner	LS		
Select "Draw History"	LS		
Date, Time, Order#, and tube types previously collected appear	LS		
<b>View Comments</b>	LS		
Scan patient wristband	LS		
Select "7-Instr."	LS		
Patient comments, stay comments, and order comments appear	LS		
<b>View patient information</b>	LS		
Scan patient wristband	LS		
Select "... " in upper right corner	LS		
Name, MR#, Sex, DOB, and Financial number will appear	LS		

<b>Add Extra Tubes</b>	LS		
Scan patient wristband	LS		
Select ""5-Add"	LS		
Scroll list of extra tubes and select those you wish to draw	LS		
Select "Append" and continue to select tubes until done	LS		
Select "1-Add" at bottom of screen	LS		
<b>Select Alternate Phlebotomist</b> (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	LS		
Select test to highlight	LS		
Select "Action" in lower left corner	LS		
Scan badge or type alternate phlebotomist name	LS		
Select "OK"	LS		

Date: 5/19/14

Employee: 

Reviewed By: 

## 6- month Soft ID Training Checklist

Trisha Lamb

Name:

Standard Operation	Initials		
Turn on MC75 via red button on upper right corner	MLB	5/19/16	
Turn on QLN 220 printer via green button on lower left of printer	MLB		
Tap upper left corner to activate Soft ID software	MLB		
Enter Log in ID or scan badge	MLB		
Enter password	MLB		
Select Assignment, Select "Okay"	MLB		
-Verify via verbal interview or wristband that this is the correct patient	MLB		
-Select "Verify"	MLB		
Review Orders	MLB		
Select "Print" key	MLB		
-Select "Print" again	MLB		
-Labels will print	MLB		
Draw blood and/or collect specimen	MLB		
Attach specimen labels to the correct tube or container designated by the	MLB		
container type on lower right of label	MLB		
Scan each specimen label	MLB		
Select "Submit"	MLB		
Scan patient wristband to Submit	MLB		
<b>No Print Function</b>			
Follow standard orders through Select "print" key	MLB		
Tap on check mark on left side of order to cancel label print of that test.	MLB		
<b>Changing Specimen Type for Micro Specimens</b>			
When reviewing Micro specimens, Click on "Specimen"	MLB		
Follow prompts to change Source and/or Site	MLB		

## 6- month Soft ID Training Checklist

Standard Operation	Initials		
<b>View Patient Draw History</b>			
Select test to highlight	MLB	5/19/16	
Select "Action" in lower left corner	MLB		
Select "Draw History"	MLB		
Date, Time, Order#, and tube types previously collected appear	MLB		
<b>View Comments</b>			
Scan patient wristband	MLB		
Select "7-Instr."	MLB		
Patient comments, stay comments, and order comments appear	MLB		
<b>View patient information</b>			
Scan patient wristband	MLB		
Select "... " in upper right corner	MLB		
Name, MR#, Sex, DOB, and Financial number will appear	MLB		



<b>Add Extra Tubes</b>			
Scan patient wristband	5/19/16		
Select ""5-Add"			
Scroll list of extra tubes and select those you wish to draw			
Select "Append" and continue to select tubes until done			
Select "1-Add" at bottom of screen			
<b>Select Alternate Phlebotomist</b> (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)			
Select test to highlight			
Select "Action" in lower left corner			
Scan badge or type alternate phlebotomist name			
Select "OK"			

Date:

5-19-16

Employee:

Trisha Lamb

Reviewed By:

*[Signature]*

### 6- month Soft ID Training Checklist

Name:

Standard Operation	Initials		
Turn on MC75 via red button on upper right corner	RMD		
Turn on QLN 220 printer via green button on lower left of printer	RMD		
Tap upper left corner to activate Soft ID software	RMD		
Enter Log in ID or scan badge	RMD		
Enter password	RMD		
Select Assignment, Select "Okay"	RMD		
-Verify via verbal interview or wristband that this is the correct patient	RMD		
-Select "Verify"	RMD		
Review Orders	RMD		
Select "Print" key	RMD		
-Select "Print" again	RMD		
-Labels will print	RMD		
Draw blood and/or collect specimen	RMD		
Attach specimen labels to the correct tube or container designated by the	RMD		
container type on lower right of label	RMD		
Scan each specimen label	RMD		
Select "Submit"	RMD		
Scan patient wristband to Submit	RMD		
<b>No Print Function</b>	RMD		
Follow standard orders through Select "print" key	RMD		
Tap on check mark on left side of order to cancel label print of that test.	RMD		
<b>Changing Specimen Type for Micro Specimens</b>	RMD		
When reviewing Micro specimens, Click on "Specimen"	RMD		
Follow prompts to change Source and/or Site	RMD		

### 6- month Soft ID Training Checklist

Standard Operation	Initials		
<b>View Patient Draw History</b>	RMD		
Select test to highlight	RMD		
Select "Action" in lower left corner	RMD		
Select "Draw History"	RMD		
Date, Time, Order#, and tube types previously collected appear	RMD		
<b>View Comments</b>	RMD		
Scan patient wristband	RMD		
Select "7-Instr."	RMD		
Patient comments, stay comments, and order comments appear	RMD		
<b>View patient information</b>	RMD		
Scan patient wristband	RMD		
Select "..." in upper right corner	RMD		
Name, MR#, Sex, DOB, and Financial number will appear	RMD		

<b>Add Extra Tubes</b>	RMD		
Scan patient wristband	RMD		
Select ""5-Add"	RMD		
Scroll list of extra tubes and select those you wish to draw	RMD		
Select "Append" and continue to select tubes until done	RMD		
Select "1-Add" at bottom of screen	RMD		
<b>Select Alternate Phlebotomist</b> (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	RMD		
Select test to highlight	RMD		
Select "Action" in lower left corner	RMD		
Scan badge or type alternate phlebotomist name	RMD		
Select "OK"	RMD		

Date: 5/5/16  
Employee: Rose D. Bartolo  
Reviewed By:

S:\Yorkville\Yorkville SOFT\Training\Yorkville SOFT 6 month checklist for Soft ID Training